

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Applicant Information  
Sheet No. 1

To all persons applying for employment  
with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant  
status with the Central Intelligence Agency. No application may proceed  
beyond this first step if the applicant is not in agreement with the  
conditions stated below:

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th  
Congress) which created the Central Intelligence Agency places upon the  
Agency the responsibility:

a. "to advise the National Security Council in matters concerning  
such intelligence activities of the Government departments and agencies  
as relate to the national security;

b. "to make recommendations to the National Security Council  
for the coordination of such intelligence activities of the depart-  
ments and agencies of the Government as relate to the national  
security;

c. "to correlate and evaluate intelligence relating to the  
national security, and provide for the appropriate dissemination  
of such intelligence within the Government . . . ;

d. "to perform, for the benefit of the existing intelligence  
agencies, such additional services of common concern as the National  
Security Council determines can be more efficiently accomplished  
centrally;

e. "to perform such other functions and duties related to  
intelligence affecting the national security as the National Security  
Council may from time to time direct."

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.

2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding  
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

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(Signature of Applicant)